

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101**

NGCA-JSD-SP

7 February 2013

MEMORANDUM FOR Members of the Active California National Guard and Active Members of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2013-11 - Expires 6 March 2013

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires ***6 March 2013*** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extensions of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The soldier/airman selected for this position will be paid at the SAD grade of E-7.***

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Information Technology Manager (SAD E-7) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 April 2013 |
| d. SELECTING SUPERVISOR: | Director, CFMO |

3. The *basic* qualification requirements are:

a. Members of the active California National Guard or active members of the California State Military Reserve (CSMR) in the grades of E-6 through E-8 may apply. CSMR members who have no prior federal military experience must be a member of the CSMR for a minimum of two years. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601. ***CSMR members must submit a copy of their CSMR orders with their application.***

b. Completion of military education and civilian requirements commensurate with the grade of the applicant is required. ***Attach documentation of your highest level of civilian and military education.***

c. Applicant must have a minimum of one year experience in the area of information management systems, database creation, or information technology.

d. Military assignments appropriate to the grade of the applicant are required.

e. Must be able to communicate effectively orally and in writing.

f. Must possess the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision; ability to work well under pressure when required to meet simultaneous timelines.

g. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a current copy, within the last 12 months, of your military***

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component's verification of these requirements (Army: DA Form 705; Air: computer generated Report of Individual Fitness; CSMR: complete and sign the Height, Weight and Military Appearance Verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current military fitness.)

h. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

i. Must be able to pass both State and Federal background checks. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

j. Must have an operational knowledge of the California National Guard organization and the chain of command.

4. Principal Duty Functions:

The Information Technology Manager is directly responsible to the Maintenance Operations Officer, Construction and Facilities Management Office (CFMO). Incumbent works independently within established guidelines and is responsible for management, coordination, administration, and security pertaining to real property automated systems. Incumbent receives project assignments and priority requirements from Maintenance Operations Officer; Facility Operations and Maintenance Officer; Facility Management Officer; and Director, Construction and Facilities Management Office.

a. Responsible for the technical management of CFMO automated hardware and software systems and programs in support of real property activities. Provides coordination, administration, and security on Real Property Operations and Maintenance (RPOM) automation activities involving sustainment, restoration, modernization, and Facilities Programs. Acts as troubleshooter and serves as the primary contact for RPOM related automation activities. Communicates on a frequent basis with program users.

b. Provides systems analyses and multi-function automated computer support in the installation and maintenance of new software, software upgrades, and programs involving Real Property Development Plan/budgeting/PAS database programs. Provides automation assistance in those areas for completion of mission requirements.

c. Identifies and assists in coordinating employee training requirements pertaining to RPOM automation activities.

d. Develops and maintains the master database for the directorate in areas pertaining to maintenance, repair, modernization, renovation, and construction activities. Develops CFMO home website and continually adjusts information as projects and requirements are updated and/or revised.

e. May be required to perform supervision duties at times.

f. May be required to travel occasionally and remain overnight when mission dictates.

g. This position provides support when activated to respond to state and federal missions, including emergencies and disaster response. Must be able to respond on short notice on a 24/7 requirement.

h. Performs other similar duties as assigned.

5. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

6. Reimbursement for moving and relocation expenses ***will not*** be paid.

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7. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: NGCA-JSD-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the NGCA-JSD-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. **Original applications, with original signatures, and all required documentation, must be received in the State Personnel office no later than the close of business on Wednesday, 6 March 2013. USPS postmarks or delivery confirmation from UPS/FEDEX will not be accepted. If you want to confirm that your application has arrived at the State Personnel office, you must call prior to COB on the closing date to confirm receipt. Calls after the closing date will not be accepted. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to StateJobsCA@ng.army.mil Submit Title 10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

Mirtha Villarreal-Younger (7 February 2013)
MIRTHA VILLARREAL-YOUNGER
MAJ (CA), CSMR
Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application.

Have you completed your application form and provided an original signature?	
Have you attached a copy of your highest level of civilian and military education?	
Have you attached a copy of your height, weight & physical fitness verification? DA Form 705; computer generated Individual Readiness Fitness; or HT/WT/Military Appearance Memorandum?	
Have you, as a CSMR member, attached a copy of your CSMR orders?	
Have you, as a Deployed soldier/airman, attached a copy of your Title 10 OCONUS orders?	